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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

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DATE: 16 June 1960

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #24

## 1. IOT/OC Graduation

Notes and suggestions for Gen. Cabell's address to the graduates of OC #9 on 30 June were forwarded to Mr. Walter N. Elder on 13 June 1960.

## 2. IOT Orientation

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117 Central Building has been reserved for the afternoon of 15 July for the DCI meeting. It is anticipated that this auditorium also will be used for the opening, three-day Introduction to Intelligence Activities block. The room has been reserved for this purpose and IS will handle the administrative arrangements.

## 3. Management Statistics

The required "contributions" have been received in PPS from all OTR components, and some additional, essential statistics are being procured from PO/TR and R/TR. PPS cannot meet the original 15 June 1960 deadline for the overall, OTR report; however, we hope to have a final draft ready by Friday, 17 June. (Doubtful...) ✓

## 4. New CA Training Officer

[redacted] reports that he has learned from [redacted] that [redacted] will succeed [redacted] as Training Officer for the CA Staff, in addition to his present duties.

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## 5. CIA Speakers at Service Schools

A revised draft of a follow-up letter from DTR to the commandants of service schools, requesting "feedback," was submitted to DTR on 14 June 1960.

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6. CS Instructions and Notices

To meet the expressed wishes of DTR, AES, and LAS to see all (DTR) or pertinent (AES and LAS) Clandestine Services instructions and notices, headquarters and field, the routing copies sent to PPS and CO/OS/TR will be forwarded as follows:

a. [ ] to C/PPS, to O/DTR, to PPS, to LAS on need-to-know basis for information and retention; 25X1

b. [ ] to CO/OS/TR, to PPS, to AES for information and retention. 25X1

It should not be necessary to ask for a full set of CS issuances for either AES or LAS; however, [ ] is requesting a full set and distribution for R/TR. 25X1

7. Special Forces E&E Manual

H OTR comments (by [ ]) on an Evasion and Escape chapter of a draft SF manual were collated by PPS and forwarded to CA/PMG on 9 June. 25X1

8. PPS/Secretarial Support

[ ] is on a short leave. She plans to leave CIA in August, 1960, and to be married in September. PO/TR has been notified and a replacement requested. 25X1

9. OTR Emergency, Contingency, and War Plan

[ ] of the War Plans Staff has completed a review of the OTR Emergency, Contingency, and War Plan. It will be sent to you shortly. The review was actually done by [ ] and consists largely of minor suggestions concerning format and economy of presentation. [ ] tells us that the OTR plan and Office of Security plan are still the only finished plans received by the War Plans Staff. 25X1 25X1 25X1

10. Educational Specialist

On 10 [ ] met with [ ] concerning instructor training in LAS. [ ] gave them a schedule of some 25X1 25X1

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nine classes to observe within the next ten days in order that [ ] 25X1  
 [ ] may be more cognizant of instructional activities within 25X1  
 a language training classroom. The problem here appears to be getting  
 enough LAS personnel together in order to present an ITC for them. An  
 initial ITC is scheduled for 28, 29, and 30 June from 0830 to 1500 hours,  
 for six members of [ ] The scheduling of further ITC's 25X1  
 will be dependent upon the availability of his personnel. It was even  
 proposed that evening ITC's be offered on a Friday, Saturday, and  
 Sunday session conducted [ ] These latter two, 25X1  
 however, do not hold too much appeal for [ ] personnel for several 25X1  
 reasons.

[ ] to talk to [ ] personnel of LAS 25X1:1  
 on 22 June at 0900 hours with respect to conducting instructor training  
 sessions for these personnel.

On 9 June 1960 [ ] visited Dr. Ralph S. Acker, 25X1  
 who is Chief of the Instructional Methods Branch, Training Division,  
 U. S. Army Engineer School, Fort Belvoir, Virginia. The purpose of  
 the visit was to explore any new training concepts, methods, and  
 techniques which Dr. Acker may use with particular emphasis on  
 training aids, large and small group instruction, and language train-  
 ing techniques. It was found that the Agency's training and instruc-  
 tional techniques were equal to, and in several cases superior to,  
 this Army training. An informal memo was sent to DTR on 13 June  
 amplifying the details of this visit.

#### 11. SR/DOB - WH/4

On 14 June [ ] and [ ] inquired 25X1  
 into the possibility of arranging for training of [ ] agents 25X1  
 in instructional techniques. The two agents are graduates of the 16-  
 week [ ] training program. They have been selected to assist 25X1  
 the Office of Communications as assistant instructors in support of a  
 WH/4 commo training requirement. The requested instructor training,  
 concentrating on fundamentals, will serve to prepare the agents for  
 the immediate WH requirement and also to further their training for  
 their ultimate SR missions. [ ] will present 25X1  
 some 10 hours of afternoon and evening safehouse training during the  
 week of 20 June. The agents will be assigned required reading and  
 written problems.

#### 12. WH/4 Covert Training

On 13 June 1960 [ ] WH/4, requested C/PPS' assist- 25X1  
 ance in arranging on very short notice covert training of a singleton,

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unilateral agent. C/PPS referred the request to [ ]  
[ ] The latter Branch is completely committed at this time, and if anything, is oversubscribed. PPS raises two questions in this connection:

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a. Should [ ] accept requirements for tutorial training of DD/P personnel scheduled for other than deep cover assignments?

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PPS recommends "no," and suggests that this be a function of Hqs Ops School [ ]

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b. Should [ ] be increased in size?

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PPS recommends "yes," assuming that the workload trend upward continues. The last seems reasonable in the light of the DD/P emphasis on [ ] operations and assets as well as the continuing requirement for training foreign liaison service personnel in this country. The amount of increase should be determined after consultations on this problem with DD/P.

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### 13. Dependent Training

[ ] informed PPS on 9 June that she had reviewed this subject again with the DD/S and that Col. White had agreed with OTR's handling of the matter and that no new, additional regulation or notice is required at this time. [ ] agreed, as had [ ] earlier, that we should iterate registration criteria for OTR dependent briefings and training in the next OTR Bulletin.

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### 14. B&FP #21; DD/S Inquiry

[ ] SA-DD/S, inquired on 14 June into the low registration for Budget and Finance Procedures course number 21, particularly in view of [ ], dated 26 May 1960, Training and Briefing on Financial Administration of Class B Stations and Bases. PPS thereupon learned from [ ] that the registration had reached 11, dropped to 5 with six withdrawals, and as of 14 June was six registrants from DD/P. Some additional students may be forthcoming from the Admin panels. Maximum desirable class strength is 10. [ ] also reported that the six DD/P withdrawals all were for very valid reasons, including medical hold, serious illness,

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change of assignment, failure of base to open as scheduled (in Africa), etc. This information was relayed to [ ] and it was agreed that it may be too soon to expect any flood of registrations in response to CSN 30-14. (C/PPS feels that the DD/P Training Officer will see to it that the notice is complied with by the area divisions.)

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15. FTX - [ ]

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PPS represented C/OS/TR at a meeting in 1605 L (the new FI Conference Room) on 15 June 1960 to review the status of the FTX planning and to ascertain the extent of participation in the exercise by representatives of Headquarters units. Pending approval by C/OS and DTR, PPS recommended that our mutual interests would be served best if [ ] were to join the FTX on or about 26 September 1960 in the capacity of an observer and to assist [ ] the CIA field commander. Upon completion of the second (26 Sep - 10 Oct) phase of the FTX, [ ] would then proceed together to [ ] to accomplish the training requirement scheduled to begin at about that time. This was agreeable to [ ] The latter is going to Europe on Friday, 17 June 1960, to coordinate Hqs-field planning.

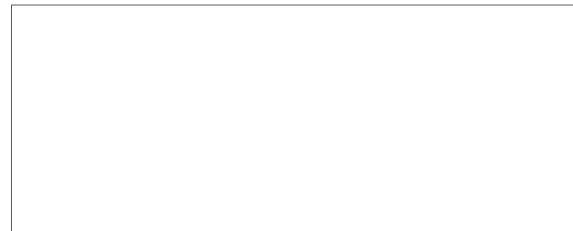
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